

# Brightwater Center

The Education & Community Center at the Brightwater Clean-Water Treatment Facility

## Brightwater Facility Rental Information

### RENTAL FEES & PAYMENT

Payment is due at the time of booking. We accept Visa, MasterCard & Discover over the phone. Payment with check or cash will need to be paid directly to the payment processing center located in Renton, WA. Bookings are first-come, first-served and your booking is not considered final until full payment is received. There are different fees for different areas of the community center along with various fees for different activities.

Rooms for Rent	Size in sq feet	Capacity
Classroom or Laboratory Room	1430	72
North Meeting Room	650	43
South Meeting Room	650	43
Community Room + Hearth Room	2600	174
Combined 3 (North, South, Community)	3900	260

### Room Specifications

The combined 3 meeting rooms (North, South, and Community) have a max capacity of 260 people.

- Maximum capacity is 260 seated in chairs with room for tables on sides/front of room
- Maximum capacity is 248 seated at tables (31 tables x 8 per table) without use of stage or projector screen
- Maximum capacity is 224 (28 tables x 8 per table) without use of stage or projector screen with open area in front (dancing, booths, etc.)
- Maximum capacity is 200 seated at tables (25 tables x 8 per table) with views of the stage and large projector screen

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## Facility Rate Schedule for 2012-2013

Brightwater Center Rental Rates	Standard Rate	Government Agencies & Non-profits
Classroom or Laboratory Room	\$40/hour	\$15/hour
North or South Meeting Room	\$40/hour	\$15/hour
Community Room + Hearth Room	\$120/hour	\$30/hour
Combined (North, South, Community)	\$200/hour	\$60/hour
Patio Area (North or South)	\$30/hour	\$10/hour
Lawn Area (North or South)	\$30/hour	\$10/hour
Garden Area	\$30/hour	\$10/hour
Natural Area, including use of trails	\$30/hour	\$10/hour
Wedding event INDOOR (8 hours total, includes site visit, set-up & clean-up)	\$2,000, plus \$200/add'l hour	N/A
Wedding event OUTDOOR (8 hours total, includes site visit, set-up & clean-up)	\$400, plus \$40/add'l hour	N/A
Event staff for after hours events (outside of hours M-F, 8am-5pm)	\$20/hour	\$20/hour
<p><b>Free Use of the Facility:</b> Scheduled on a first-come, first-served basis, subject to availability. Free use event reservations must meet <u>ALL</u> of the following criteria:</p> <ol style="list-style-type: none"> <li>1) Event host is a government agency or 501(c)(3) nonprofit in King or Snohomish County</li> <li>2) Event is advertised and open to the public</li> <li>3) Event provides a service to the general public (not just to members of the organization)</li> <li>4) Event occurs during Facility business hours (M-F, 8am-5pm) and does not require additional staff resources. If after hours, a \$20/hr fee will be charged for staffing.</li> <li>5) The following uses are prohibited: alcohol, sales, political events, religious services</li> </ol>		
<p><b>Note:</b> Kitchen, Exhibit Hall, offices and storage are not available for rental. Kitchen use is included in all rentals as well as use of audio/visual room equipment.</p>		

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## KITCHEN & CATERING

The Brightwater Center does not provide catering for renters and does not require the use of a specific caterer on-site. Use of the Center kitchen is included in the rental fees; it is a 'catering kitchen' for basic preparation and heating of food. The Center kitchen is equipped with the following for renter use;

4 Burner gas stove and oven

1 Microwave

2 Large refrigerators, 1 Small freezer

1 Small icemaker (for large events it is recommended to bring ice)

1 Large percolating coffee maker (100 cup), 1 Large automatic drip coffee maker with filters

3 Large coffee/tea urns

1 Tea Kettle

8 Pitchers

50 Coffee mugs, 100 Glasses

5 Platters

Basic serving utensils

Trash, recycling and compost bins

\*we do not provide plates, silverware, linens or paper products

## SECURITY DEPOSIT & ADDITIONAL FEES

In addition to the rental fee, facility rentals **may** be charged a security deposit of up to \$500 depending on the event size. The security deposit is 100% refundable if the following conditions are met:

1. The room and facility (including outside) are left in a clean and orderly condition per the "Facility Inspection Checklist".
2. Use of the area does not exceed the scheduled time and no additional staff time is required.
3. The area and its contents, including equipment, are accounted for and undamaged.
4. All rules and procedures governing alcohol consumption and smoking are met.
5. All rules and procedures governing King County facility use are met.

If the above conditions are not met to the satisfaction of County staff, an appropriate fee will be deducted from the security deposit. If cleaning and/or repair costs exceed the amount of the security deposit, the rental group will be billed. Repairs will be billed at the full replacement cost incurred, including labor. Security deposits paid by credit card will be refunded back to the card within 10 business days. Security deposits paid by cash or check will be refunded by check within 30 days.

**Renters may need to provide proof of insurance or obtain an event insurance policy depending on the size of the event and if alcohol is being served (event insurance policies can be found online).**

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## SET UP & TAKE DOWN

The renter is responsible for set-up, including moving portable furnishings and setting up tables and chairs, as well as take down and clean up. All furnishings must be in clean condition and returned to their original locations and equipment properly stored. Chairs and tables must be used on hard surfaces only – they may not be used on the lawns. Table covering may be required depending on event. All outside tents must be free standing (no stakes can be put into ground surfaces).

The County will not be liable for any personal injuries or damage to personal property. All items brought into the facility by the renter must be removed by the end of the rental. Renters must remove all food, materials and non-County equipment, decorations and garbage.

Refer to the “Facility Inspection Checklist” for a list of tasks you are required to complete at the conclusion of your event. It is your responsibility to properly dispose of garbage and leave the facility clean and intact. Staff will assist you in locating cleaning supplies and the dumpster and recycle containers. At the conclusion of your event, you must complete the “Facility Inspection Checklist” with County staff.

## SITE VISITS

We strongly encourage all renters to arrange a site visit before renting the facility as we have a very strict refund policy. Please contact the facility @ 206-263-9412 or email Kristin Covey, [Kristin.covey@kingcounty.gov](mailto:Kristin.covey@kingcounty.gov) to make an appointment subject to staff and facility availability.

## DAY OF THE EVENT

The facility will be opened at the start time specified. Do a walk-through inspection of the facility prior to setting up and list any notable damage and/or cleanliness issues. The facility may be rented to multiple groups on a particular date, so we ask that you not enter the facility until your designated rental time and that you depart when scheduled.

## PROHIBITED ACTIVITIES

The County does not allow dunk tanks, archery, paintball, lazer tag and/or fireworks in or around our facilities. If you have an activity that you would like to add to your rental, please check with facility staff prior to your event. We do allow bouncy houses on a case-by-case basis with insurance provided by the company providing the bouncy house. No personal bouncy houses are allowed. Please check with facility staff in advance.

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## USE OF ELECTRONIC EQUIPMENT

Customers wishing to use the Audio/Visual equipment will need to make prior arrangements with County staff. Only County staff is allowed to operate the equipment. Available for use is: power point projectors, document readers, microphones and full sound system. Customers must bring laptops and/or iPods for presentations or event music.

## LOADING & DELIVERY

Deliveries and pickups must be scheduled during your rental hours. Use main building entrances for loading and unloading unless otherwise approved. Facility staff is not authorized to sign for your deliveries. Due to other rentals, space, and security concerns items cannot be stored in the facility prior to and following your events.

## FOOD & BEVERAGES

Food and beverages are welcome in the community center. There is a warming kitchen onsite. Please contact the facility for details. Renters are responsible for the care and condition of any equipment being used and must leave them in clean and usable condition. If you are using a caterer, you are still responsible for making sure the kitchen area and equipment are left clean even if that is the caterer's job in your agreement with them. You are allowed to bring in your own food or hire a caterer of your choice. Food must be prepared and brought to the event ready to serve as the kitchen is considered a "warming kitchen". Non-cooked foods may be prepared onsite.

Alcohol is allowed at the community center **with prior approval** (and fees paid) inside the facility and on the adjoining large patio area as specified in the rental confirmation. Approval to serve alcohol at your event is a privilege, not a right. If you would like to serve alcohol at your event, you must purchase a Banquet Permit or Special Occasion License from the Washington State Liquor Control Board by going to <http://liq.wa.gov/licensing/banquet-permits>. Renters must follow all Washington State rules regarding the serving or selling of alcohol. Please be advised of the following County policies regarding serving alcohol at your event:

1. Alcohol service is limited to bottles or cans. Kegs are not allowed. Alcohol must be served in the area designated by the facility staff and must be consumed in the areas designated by facility staff.
2. A Washington State Liquor Control Board Banquet Permit is required for all events serving alcohol. A Washington State Liquor Control Board Special Occasion License is required for all events selling alcohol. The original copy of these permits must be posted in a conspicuous location near the serving area during your event.
3. You are responsible for the conduct and behavior of your drinking guests. Underage drinking (under 21 years of age) is strictly prohibited.

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4. Alcohol service must stop a minimum of one (1) hour prior to the designated end time of your event as specified on your rental confirmation.
5. Your guests are not allowed to consume alcohol in the parking lot or in their vehicle in the parking lot at any time.
6. Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a police citation, immediate shut down of your event, forfeiture of your security deposit and/or additional fees and penalties.

## DECORATIONS

You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. The use of staples, nails, tacks, duct tape or other non-approved tapes is strictly prohibited when affixing decorations. The use of 3M tape or painters tape is acceptable. All tape must be removed when taking down decorations. Hanging decorations is not possible due to our high ceilings. Push pins may only be used to attach decorations to bulletin boards or portable partitions that the renter brings in. Fog/smoke machines, dry ice, rice, birdseed, confetti, glitter, dance wax, etc is not allowed. Helium balloons may be allowed if they are firmly attached to a weighted object. If a balloon floats to the ceiling, notify site staff immediately. If you have a question regarding approved decorations, please contact facility staff prior to your event. The site manager does not have authority to grant exceptions.

## FLAMMABLE MATERIALS & BARBEQUES

The use of flammable materials is regulated by Snohomish County Fire Department. In compliance with their fire code, flaming food is not permitted indoors; open flames and fireworks are not permitted and cannot be used in or around our facility.

Fuel canisters for warming food and votive or tea light candles that are contained and cannot be tipped over are allowed. Candles must be protected inside glass. Contact facility staff if you have any questions.

Self-contained gas barbeques may be used on the large patio in designated areas only and staff will assist you in appropriate placement. Please indicate on your permit form that you will be bringing a barbeque. Barbeques are not allowed indoors or on any other patio or deck area. Please dispose of grease away from the facility. You are responsible for cleaning the area around the barbeque.

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## **SMOKING**

County facilities are smoke and tobacco free zones. If you or your guests wish to smoke, you must do so at least 25 feet away from building entrances, exits and windows that are open to the inside of a building per Washington State law. See RCW 70.160. The County reserves the right to enforce the law and in its sole discretion may call the police, terminate your event or take other steps to ensure compliance. There are designated smoking areas on the large patio and you are responsible for ensuring that your guests are complying and that the area is clean of any smoking debris at the conclusion of your event. Failure to do so may result in a deduction from your security deposit.

## **COUNTY CODES & ORDINANCES**

All relative County Codes and Ordinances will be in effect and enforced at all County facilities. There are regulations governing sound, noise levels, pets, animals, parking, vehicle access, etc. The County reserves the right to cancel your event if you or your guests pose a risk to the safety of persons or property on the premises or that you or your guests are violating local, state, or federal laws. Upon verbal notice from County staff or the police that your event is being terminated, you and your guests must leave the premises immediately and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event.

Noise volume must be contained within the boundaries of the facility. This rule will be strictly enforced by County staff. If you plan on having amplification at your event, you will be required to fill out an application and you will be given the approved decibel levels prior to your event. All music must end at least one (1) hour prior to the designated end time of your event as specified by your rental confirmation.

## **ON SITE STAFF**

For most rentals, you will have a site supervisor on site during your event. They will assist you in opening the facility at your scheduled time; do a pre-event walk through of the facility with the designated person responsible for take down and clean up; provide assistance with set up, clean up, take down and answer questions; ensure that rules, policy and procedure is being adhered to; do an end-of-the-event walk through and assist filling out the "Facility Inspection Checklist"; lock and secure the building.

## **FACILITY CANCELLATION POLICY**

Facility bookings/rentals may be cancelled at anytime, however the patron will be charged a cancellation fee up to 100% of the booking/rental if insufficient notice is given to King County.

The following cancellation fee schedule applies to all King County facility booking/rental cancellations.

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1. For bookings/rentals cancelled **90 days or more** in advance, a cancellation fee equal to 50% of the rental fee will be assessed. The patron will be refunded 50% of their rental fee and 100% of their security deposit and extra rental fees.
2. For bookings/rentals cancelled **89 days or less** in advance, a cancellation fee equal to 100% of the rental will be assessed. The patron will be refunded only 100% of their damage deposit and extra rental fees.

*For all facility bookings/rentals, the customer may cancel a reservation within 3 business days from the date of the reservation process without being assessed a cancellation fee and the patron will be refunded 100% of their rental fee, security deposit and extra rental fees.*

## QUESTIONS & FURTHER INFORMATION

If you have any questions, would like further information or would like to set up a time to view the facility, please call 206-263-9412.